

Director's Monthly Message: Janel L. Forde



The month of March brings the promise of spring renewal and warmer temperatures. March also signifies a special and meaningful time to remember the contributions of women across America and the world. Throughout the month of March, CMS will celebrate **National**

Women's History Month and the women in Illinois government who continue make history and impact the world around us.

These commemorations lead us to remember and celebrate the many accomplishments and causes women and minorities have pioneered and pursued through history to make our nation and the entire world stronger and more responsive to us all. As we reflect, also remember the sacrifices and successes of the women closest to us- our mothers, grandmothers, aunts and sisters.

Congress formalized the annual commemoration of March as National Women's History more than 30 years ago, at a time when simply guaranteeing that rights not be subject to gender represented a hot-button political topic

throughout the nation. Today, women still face equality issues from equal pay to reproductive rights, making celebrations like these all the more important. We've achieved so much, but there is much more to be done.

This rings true in the work we do at CMS every day. The ongoing and overarching need for equal treatment and representation directly guides our efforts to help ensure that all **State hiring, procurement and human resource management be undertaken with fairness, equity, and equal access in mind – and that no gender or social class or race be under-represented or left out.** The CMS Business Enterprise Program (BEP) is a key CMS program and a prime example of the work we do to support under-represented groups in Illinois, including firms owned by women, minorities, persons with disabilities, and veterans.

We recognize that guaranteeing fairness and equity is no easy task, and it will take time and effort to fix decades of inequitable treatment. However, I am committed to doing this work with you and I am confident that together we can leave a lasting impact that would make the women and leaders who came before us proud.

*CMS Celebrates
Women's History Month*

#CMSCelebratesWHM



Congratulations Director Forde!

CMS Director Janel Forde was officially confirmed by the full Illinois Senate on February 28, 2020! This action formalizes her appointment as CMS director through January 22, 2021.

EOTM Award for March 2020 – Lisa Fendrich in BoP Technical Services

Lisa Fendrich, CMS' compensation supervisor for the **Bureau of Personnel (BoP) technical services division** and a 29-year veteran of the agency, was named the CMS employee of the month for March 2020, and she was pleasantly surprised by the honor. "You know, it's really nice to receive that kind of recognition," Fendrich said. "You don't expect it or even think about it when you're just trying to keep up with the work coming in." But Fendrich does not waste time worrying about the work. "I know we have the position openings in process and help is closer, it's just a matter of time. We're making it work, so we just need to keep going," she says. "We'll be all right."

In the meantime, she stays on top of her strategies by adhering to the bigger picture. "It's really easy to get down if all you're looking at is the work that needs to be done today," she said. **"I try to make it a point to step back occasionally and recognize the systemic achievements we've made. We really are making the system work better even if it isn't always immediately recognizable. Positive change often takes time."**

As Compensation Supervisor, Fendrich cannot take her work lightly. "If we don't get it right, there's a very good chance someone doesn't get paid on time, and we can't have that," Fendrich said. "The most important thing is to make sure people putting in their work receive their compensation without a hitch or delay."

The primary goals in her job are to make sure CMS pay policies and actions meet the law as outlined in the employee pay plan under the administrative code, and that information on compensation activities is made available to whomever needs to see it. Her public information role deals with all manner of compensation information from labor relations board certifications to information on titles, pay policies, salaries, and adjustments, including title listings, position and classification reviews, prevailing wage rates, and labor information sought by federal agencies for monthly reports.

CMS' **Chief Administrative Officer Mark Mahoney**, appreciates her dedication to service. **"Lisa Fendrich's work supporting the necessary technical behind-the-scenes work has been crucial to the implementation of recent compensation adjustments as well as the bargaining unit increases,"** Mahoney said.

"Her knowledge and comprehension of the state pay plan process is second to none in state government,

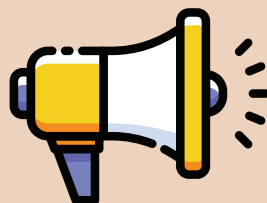


The CMS Employee of the Month for March 2020 is Lisa Fendrich, center, Compensation Supervisor in the Division of Technical Services. Lisa, a 29-year employee of CMS, is flanked by Mark Mahoney, Deputy Director for the Bureau of Personnel, and Siobahn Johnson, Division Manager for Technical Services.

and her experience, professionalism, and quiet commitment to detail does not go unnoticed."

Before moving to personnel, Fendrich served CMS for many years in its finance and management division and has been a **significant contributor to CMS performance management and strategic management initiatives for more than two decades.** She received her undergraduate degree from the university of St. Catherine in St. Paul, Minn., and a master's degree in Public Policy from the John F. Kennedy School of Government at Harvard University.

Fendrich is grateful for much that has happened during her time at CMS is appreciative of the support she receives from the personnel department. **"We have a tremendously dedicated team here at CMS, not just in compensation, but in every part of the bureau of personnel,"** Fendrich said. **"It's really a pleasure to work with people as dedicated and knowledgeable as this staff is from top to bottom. I try to do my part, but we're not out here all by ourselves by any means."**



If you are interested in nominating a person or team for Employee of the Month, please go bit.ly/CMS-EOTM to make a submission.



Have you completed your U.S. census form yet?

Census data will affect our communities every day for the next 10 years.

School lunches. Hospitals. Emergency services. The condition of our roads. Funding for these and other vital services is based on census data. The U.S. census bureau estimates that in the 2010 census 59,800 people in Illinois were not counted, resulting in the loss of \$122 million in federal health funding.

The extent of our political representation is also at stake. Illinois is almost guaranteed to lose one seat in the U.S. House of Representatives due to a population drop in the 2010s. If we do not want to lose two seats, we need as many as possible to participate in the 2020 census.

Under the leadership of Director Janel Forde, CMS is contributing to the state's massive census effort by helping to spread awareness and educate the public about the significance of the census.

Invitations to respond to the 2020 census online, by phone, or by mail will be sent between March 12th and March 20th.

Join the CMS census effort by **pledging** to complete the 2020 census!

More information can be found at www.2020census.gov, www.illinoiscensus2020.com, and **Department of Human Rights census office**.

Benefits

New Webinar: Thriving in a Multigenerational Workforce **Wednesday, March 11**

Join this webinar to

- Describe the five generations currently in the workplace
- Learn how each generation impacts the workplace
- Identify tips to help you navigate the multigenerational workforce

[Click here to register](#)

Tax Prep Discount

Magellan Health is offering up to **\$20 off TurboTax** tax preparation online federal products to members. For more information visit your member website and select the Discount Center program tile. Click on the link to visit the LifeMart Discount Center. In the LifeMart Discount Center, click the tab for Tax Prep.

Workplace Hygiene and Hand Washing

Personal hygiene is the first line of defense to prevent contracting illness, starting with proper handwashing. In addition to hand washing, workspace hygiene is an important practice to staying healthy.

Handwashing can help prevent illness. It involves five simple and effective steps (wet, lather, scrub, rinse, dry) you can take to reduce the spread of illness so you can stay healthy. Regular handwashing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. It's quick, it's simple, and it can keep us all from getting sick. Handwashing is a win for everyone, except the germs.

CDC recommends cleaning hands in a specific way to avoid getting sick and spreading germs to others. The guidance for effective handwashing and use of hand sanitizer was developed based on data from a number of studies.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.



Workspace cleaning is another way to remove germs and avoid getting sick. A study at the University of Arizona found that phones and keyboards were listed in the top five most germ-contaminated spots in the office. Below you will find recommendations for keeping a clean and germ-free workspace:

- **Regularly clean your keyboard and mouse:** shut down your computer and unplug your keyboard and mouse (if it is wired). Carefully turn your keyboard upside down and gently shake it over a bin. This should get rid of any crumbs and debris. To clean away dust, use compressed air, if available. Moisten a cotton cloth or paper towel with rubbing alcohol and use it to clean the tops of the keys. Do not pour alcohol or any other liquid directly onto the keys. Moisten a cotton cloth with rubbing alcohol and use it to clean the top and bottom of the mouse.
- **Dust your desk:** regularly use a dry lint-free cleaning cloth to wipe your desk to pick up dust.
- **Cleaning your telephone:** your phone is a hotspot for bacteria and needs regular cleaning. Wipe your phone with anti-bacterial wipes. The ear, mouthpiece and the keypad require special attention as they have the most concentration of bacteria. Wipe the whole unit.
- **Reduce clutter:** you are probably all too aware that clutter builds on your desk depressingly easily. Clutter attracts dust and makes regular cleaning more difficult. Try to keep your desk minimalist.
- **Eating food away from your desk:** if you really want to minimize the mess on your desk, eat snacks and lunch elsewhere. Food crumbs and spills can easily build up without you noticing.

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Studies have shown that handwashing can prevent 1-in-3 diarrhea-related sicknesses and 1-in-5 respiratory infections, such as a cold or the flu. Clean and organized work desks are not only good defenses against contact with germs, they also allow workers to focus and to organize and process information.

Events Recaps

BEP Celebrates BHM

The Business Enterprise Program celebrated Black History Month with a panel discussion and awards presentation moderated by BEP's **Irma Lopez** and co-sponsored by the Chicago Minority Supplier Development Council for successful Black BEP vendors on February 14, 2020. The keynote address was delivered by Andrea Zopp, President and CEO of World Business Chicago.

The panel discussion, moderated by CMS' **Radhika Lakhani**, highlighted successes and insights into being BEP certified and working with the State of Illinois. Thank you to BEP vendors Joyce Johnson, Farissa Knox, Michelle Flowers Welch, CMS' **Ron Wilson** and **Carlos Gutierrez**, as well as Matthew Simpson of the Illinois Department of Commerce and Economic Opportunity for participating.

Congratulations to RLM media, Milhouse Engineering and Construction, Inc. And International Filter Manufacturing Corporation for receiving the Emerging Business, Excellence and Enterprising Business Awards, respectively.



(top left) Ron Wilson, CMS Bureau of Strategic Sourcing, Matthew Simpson, Illinois Department of Commerce and Economic Opportunity; (top right) Director Janel Forde with panelists Michelle Flowers, Flowers Communications, and Farissa Knox, RLM Media; (bottom left) Keynote Speaker, Andrea Zopp, President and CEO of World Business Chicago; (bottom right) Panelists Farissa Knox, RLM Media, Michelle Flowers, Flowers Communications, Carlos Gutierrez, CMS.



Laugh Out Loud Health Fairs

February 25-28th, CMS held the Laugh Out Loud Health Fair series in celebration of American Heart Month in Rockford, Chicago and Macomb, IL. The heart-healthy humor health fair series was sponsored by Aetna and supported by CMS health care partners from BlueAdvantage HMO, CVS/Caremark, Health Alliance, Health Link, HMO Illinois, Humana, United Healthcare, ConnectYourCare, Delta Dental of Illinois, EyeMed, Magellan Health and Securian Financial.

CMS Director Janel Forde joined in on the fun for wall sits and a push up contest, while attendees enjoyed laughs from the Healthy Humorist, Dr. Brad Nieder, caricature drawings, health screenings and a larger than life heart exhibit. Kudos to **Kari Dennison**, **Colby Vail** and the **CMS Benefits team** for coordinating this exciting series. Thank you all participants and partners for supporting our 2020 commitment to wellness!

For more information about the CMS Wellness Challenge visit CMShealthchallenge.illinois.gov

(top) Colby Vail, CMS Program Liaison, Group Insurance Division Trainer, Bonnie Cade, Aetna Account Executive, CMS Director Janel Forde, Kari Dennison, CMS Interim Group Insurance Division Manager, Amy Gillen, Aetna Wellness Account Consultant. (middle) Director Janel Forde with the Aetna Wellness team. (bottom) Colby Vail, CMS Program Liaison, Group Insurance Division Trainer, CMS Director Janel Forde, Kari Dennison, CMS Interim Group Insurance Division Manager, Cathy A. Banks, CMS BoPM, Michael A. Bilandic Building Facility Manager



Feed the Starving Children

CMS **John Baranzelli** and **Jack Rakers** represented CMS at the “Feed My Starving Children Mobile Food Pack Event” held February 21, 2020 at Hope Church in Springfield. They joined other volunteers to pack 108,864 meals over the course of two days which will feed 298 children in remote and under-developed areas for an entire year.

For more information on the charity visit <https://www.fmssc.org/>

Black History Reception

Thank you **Ron Wilson**, **Krysti Rinaldi**, **Michael Pittman**, **Mike Merchant**, **Radhika Lakhani** and **Steven Booth** (pictured left to right) for attending the Governor’s Black History Reception on behalf of CMS.



CSU Cougar Closet

Thank you to **Aaron Hardin** (pictured), **Mark Mahoney** and everyone who donated gently used business attire to make the first CSU Cougar Closet a success! All items collected will help support interns in the future. If you or someone you know is interested in internships with the State of Illinois, please visit <https://www2.illinois.gov/sites/gov/about/opportunities/Pages/default.aspx>.



HAPPY
St Patrick's
DAY



State of Illinois
Central Management Services

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